

# VOCA School-Based Victim Services Grant Program FY 2020-2021

Overview of Guidelines and Application Procedures

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### **Agenda**

- Introduction, Eligibility, and Purpose of VOCA
- Program Requirements
- Application Guidelines and Forms, Due Dates
- Technical Assistance





# I. Introduction and Purpose

• The <u>VOCA School-Based Victims Services Grant Program</u> is intended to increase access to trauma-informed interventions for victims within schools, expand access to mental health services for victims in schools, and support behavioral interventionist positions serving victims of crime at school.

 DCJS will place on emphasis on the use of evidence-based and trauma-informed programs and practices.





# I. Introduction and Purpose

- The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime.
- For the purpose of this grant program, a crime victim is defined as a person who has suffered physical, sexual, financial, and/or emotional harm as a result of the commission of a crime.
- Crimes do not need to be reported to law enforcement in order for people to receive services under VOCA.





#### **Federal VOCA Rule**

The federal VOCA Rule defines *direct services* to victims of crime as "efforts that

- 1) Respond to the emotional, psychological, or physical needs of crime victims;
- 2) Assist victims to stabilize their lives after victimization;
- 3) Assist victims to understand and participate in the criminal justice system; OR
- 4) Restore a measure of security and safety for the victim."



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### Source of Funding

- This grant program is supported by federal Victims of Crime Act (VOCA) funds, through the Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC)
- This funding is open to local units of government. Awards will be made through a competitive grant review process.





#### **Grant Period**

Two year period:
 July 1, 2019 - June 30, 2021

 Annual award amounts are contingent upon the availability of adequate funding, program performance, and compliance with grant requirements.





# School-Based Crime Victims

For schools, *direct services to victims of crime* might look like:

- Responding to the emotional, psychological, or physical needs of students exposed to related trauma;
- 2. Supporting students and their families to employ proactive and therapeutic strategies for recovery following a traumatic event;
- 3. Supporting students and their families to understand and participate in the justice system without further traumatization; or
- 4. Restoring a measure of safety and security for students and families.





# **Examples of Funded Projects**

- Provide school-based treatment that follows evidence-based and best practices for services for victims.
- Develop a process through the procurement of a private application or other resource – by which children and youth may report at school when they have become a victim, and connect these individuals to services.
- Develop a protocol for the use of behavior interventionists for youth victims in schools.
- Provide services to child and youth victims of human trafficking.





# **Examples of Funded Projects**

- Serve youth in the school division who are current or past victims of crime.
- Incorporate a child-centered, trauma informed space for existing programs working with children and youth who are victims of crime.
- Develop and/or provide training for employees who work with youth victims.





# II. Program Requirements

- Funding is open to local units of government to support school-based programming.
- Awards will be made through a competitive grant review process.
- Applicants can apply for up to \$250,000 total award, including match, for each fiscal year.
- Applicants are required to provide 20
  percent cash and/or in-kind matching funds,
  so a maximum award would be comprised
  of \$200,000 in federal VOCA funds and
  \$50,000 in matching funds.





# VOCA Rules Require VOCA Grant Recipients to:

- Provide services directly to victims of crime.
- Promote within the community being served a coordination of public and private efforts to serve and aid crime victims.
- Meet program match requirements.
- Assist victims of crime in seeking crime victim compensation benefits.



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#### Continued:

- Utilize volunteers significantly in project activities.
- Provide program information to the majority of agencies that assist with victims of crime in your service delivery area.
- Maintain statutorily-required civil rights statistics on victims served.
- Provide services to victims of crime at no charge.





#### Continued:

- Maintain confidentiality of victim information.
- Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
- Provide services as defined by DCJS and OVC and provide collected information via the OVC Performance Measurement Tool (PMT).
- Provide services to victims of federal crimes on the same basis as state/local crimes.





#### Continued:

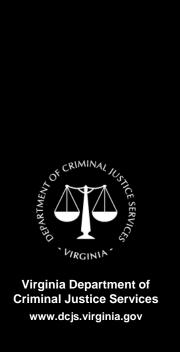
- Comply with federal rules regulating grants.
- Be in good standing with all state and federal agencies with which they have had an existing grant or contractual relationship.
- Have a current Date Universal Numbering System (DUNS) number and registration with the System for Award Management (SAM), formerly the Central Contractor Registration (CCR).





### **Program Requirements**

See page 7 of the guidelines





# Sustainability

- Applicants should carefully consider the resources needed to successfully implement the proposed project and present a realistic budget that accurately reflects project costs.
- Applicants should also consider how the project will be sustained if funding through this grant program becomes unavailable.





### **SAM Registration**

- System for Award Management (SAM) registration is not required to apply for grant funding.
- If awarded, SAM registration will be required.
- There is no charge to register for SAM.





# Projected Maximum Total Awards (including Match)

Services for School-Based Victims of Crime: \$250,000 (including a \$50,000 match).





# **Matching Funds**

 Applicants are required to provide 20 percent cash and/or in-kind matching funds.

To learn more about match, see page 8 of the guidelines.





#### Cash and In-Kind Match

 Cash Match: match may be obtained from other state (non-DCJS), local, program income, or private sources. Cash cannot be derived from federal sources.





#### Cash and In-Kind Match

- In-Kind Match: non-cash donations of a good or service that can be given a value and is used in achieving your program objectives.
  - Volunteered professionals shall be valued at the rate of compensation consistent with similar work.





### **Match Waiver Option**

- Applicants may request a waiver for a portion of the match or for the entire match.
- Match waiver requests will be reviewed by DCJS to determine if they will be submitted to OVC.





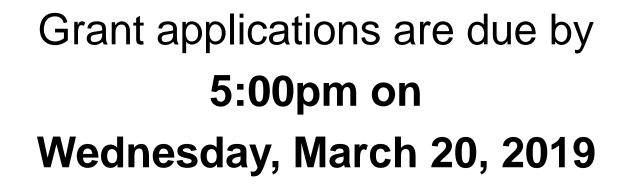
# **Budgeting Flexibility**

- DCJS wishes to provide grantees with maximum flexibility in designing their grant budgets and utilizing any available local funding.
- In accordance with federal guidelines, only those costs directly related to and essential to providing direct services to crime victims can be supported with grant funds.





#### **Deadline**







#### **Deadline**

To submit your application, email:

- One (1) completed Excel Budget Workbook file, AND
- One (1) PDF copy of the entire, complete, signed application to voca@dcjs.virginia.gov





### Reporting Requirements

- All grant recipients are required to complete and submit a Progress Report and a Financial Report by the 12th working day after the close of each quarter.
- The federal Office for Victims of Crime (OVC) requires all VOCA funded projects to report annual award and quarterly performance activities in the PMT online system.





#### **Grant Review**

 Grant application reviewers will rate each application based on the information provided in response to these guidelines and the clarity, substance, and strength of the case made for funding.



Final grant award decisions will be made by the CJSB at its meeting on May 9, 2019.



# III. Application Guidelines and Forms

See page 13





# A. Excel Budget Workbook & Budget Narratives

- Excel Workbook: consists of Cover Sheets and Itemized Budgets for each fiscal year (attachment #1)
- Budget Narratives: descriptions and justification for expenses listed in itemized budgets for each fiscal year (attachment #2)





### **Budget Categories**

- Personnel
- Consultants
- Travel
- Equipment
- Supplies and Other Operating Expenses
- Indirect Costs

Non-supplantation statement will also need to be included at end of budget narrative.





#### **Indirect Costs**

- Are allowable as match when not requested
- In other words, if no (or not all)
   IDC are requested, then IDC can be used a match





### **B. Project Description**

- Summary Project Description, Goals, and Objectives
- 2. Problem Statement/Needs Assessment
- 3. Partnerships, Collaboration, and Coordination of and Linkages to Services





#### Continued

- 4. Community Outreach
- 5. Project Management and Staff
- 6. Performance Measures and Evaluation





# C. Required forms and Attachments

#### For All Applicants

Attachments 1 – 5

- Attachment 1 Excel Budget Workbook
- Attachment 2 Budget Narrative Template
- Attachment 3 General Grant Conditions and Assurances
- Attachment 4 Certifications & Requirements Form
- Attachment 5 Certification of Compliance with Regulations (Civil Rights)





#### For All Applicants

#### **Additional Attachments**

- Copies of Proposed or Completed Cooperative Agreements
- Organizational Chart
- Job Descriptions for Grant-Funded and Match Staff, to include Project Volunteers



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#### **For Some Applicants**

#### **Applicants with Indirect Costs**

- Attachment 6 MTDC Worksheet
- Attachment 7 Certification of De Minimis Indirect Cost Rate Form

#### **Vehicle Purchasing**

 Attachment 8 Grant Checklist for Vehicle Purchase and Use

#### **New Applicants**

 Attachment 9 VOCA Initial Readiness Assessment

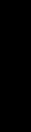




#### **Technical Assistance**

Grant application questions should be emailed to:

VictimsServicesTA@dcjs.virginia.gov



You should receive a response by the close of the next business day.

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